

# CODE ENFORCEMENT INTERN

**PURPOSE:** The Code Enforcement Intern performs exterior inspections and conducts public information programs within a designated geographic area. Code Enforcement Interns are also required to attend and complete college-level coursework as defined in the Intern Program Curriculum determined by the Department of Neighborhood Services. The experience of this position, combined with the coursework set forth in the Intern Program Curriculum, is intended to prepare the incumbent for promotional opportunities within the Department of Neighborhood Services.

## ESSENTIAL FUNCTIONS:

- Conduct surveys and inspections to identify building maintenance and other exterior code violations.
- Meet with residents, property owners, block clubs and community groups to discuss initiatives to improve neighborhood conditions.
- Issue and enforce orders to correct violations relating to building code maintenance and other exterior violations.
- Attend classes, in-services and other training sessions.
- Perform other job-related responsibilities as assigned.

**NOTE:** *This is a two year training position that combines classroom training and on-the-job experience to prepare individuals for entry-level inspector positions. The Intern Program Curriculum described under the minimum requirements below consists of approximately 31 college credits in the combined fields of English, Social Sciences, Math/Computers, Architecture, and Real Estate.*

## CONDITIONS OF EMPLOYMENT:

- Candidates must be willing to comply with departmental dress code.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## MINIMUM REQUIREMENTS:

1. Eligibility to enroll in college-level courses as defined by the Department of Neighborhood Services in the Intern Program Curriculum.
2. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment (car allowance provided).
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

## KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- Ability to attend and complete college-level courses defined in the Intern Program Curriculum
- Ability to read and interpret the Milwaukee Code of Ordinances
- Written communication skills
- Oral communication skills
- Critical thinking skills
- Ability to work with the public
- Knowledge of basic mathematics

**CURRENT PAY RANGE (529) IS:** \$26,216 - \$27,997 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 23, 2010**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.